



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<b>Date:</b> 10/21/2013	<b>Interviewer:</b> Laura Eckert	<b>RFA #13 – 37- A</b>
<b>Name of Person Requesting Assistance:</b> [REDACTED]		
<b>Contact Numbers (telephone, e-mail, etc.):</b> [REDACTED]		
<b>Status of Person(s) Interviewed (title, position, student status, etc.):</b> WWU Student		
<b>Requested Assistance Pertaining To (name, position, policy, project, etc.):</b> [REDACTED] /Internship		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☒ Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student ☒  
 Concern Regarding:    Male ☐ Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student ☐

**Category:** *(Please check at least one)*

<input checked="" type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input checked="" type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
10 21	Lynae t/c from [REDACTED]	[REDACTED] heard about internship through student employee and applied, but then told by student employee he was "too old." Contacted Career Services; they called company and company denied saying this. 3 wks ago. Feels "pushed aside" by [REDACTED]. [REDACTED] did not want to file a formal complaint, but asked EO to look into this.
10 22	LKL t/c from [REDACTED]	Student made announcement in class about internship posted through [REDACTED]. [REDACTED] applied and told by classmate looking for someone younger. Posting for junior and [REDACTED] senior, but [REDACTED] thinks comment was b/c of age. [REDACTED] called employer, who says no age restriction. [REDACTED] now says going to call a lawyer and wants to meet w/ [REDACTED]
10 22	LE t/c to [REDACTED]	[REDACTED] checks to make sure employers will abide by EO policies. There is no salary, 8 hours a week internship. [REDACTED] did not know [REDACTED]'s age; [REDACTED] told [REDACTED] 9 he had years of experience. [REDACTED] spoke to employer and employer said no age requirement; has to be business major, junior, current student, 3.2+ GPA.

10 22	LE t/c to [REDACTED]	Student who made announcement in class confirmed receiving [REDACTED] application, asked [REDACTED] how old he was [REDACTED] said 30; student said "we are looking for someone younger." [REDACTED] talked to company, which said this is not their policy, they wouldn't discriminate based on age. Position was for jr. and I'm sr., but that's not what he said in class.
10 24	LE t/c to [REDACTED]	ADEA protects 40+; looks like company has only 3 employees so not covered for this reason too. Head of company called and talked w [REDACTED] and explained student's poor communication; said not their policy; he went back to school later; explained why wanted a junior. [REDACTED] feels ok now that company explained it.
10 24	LE t/c to [REDACTED] [REDACTED]	Resolved.